SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

31st OCTOBER 2022

AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	**OPENING OF THE MEETING**	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	**MINUTES**	
2.1	Minutes of the Ordinary Meeting held on the 30th August 2022	For Board approval
3.	**MATTERS ARISING**	
3.1	Matters Arising Report	For noting
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in October 2022	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
8.	**POLICY & RESOURCES**	
8.1	Health & Safety Policy	For Board discussion & approval

8.2	Meeting dates 2022/23	For noting
9.	**PUBLIC CONSULTATIONS - None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item 3.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MATTERS ARISING REPORT

Rent Setting Letter 2023/24 – The recommendation on 0% with reasoning being the current economic crisis was submitted as requested.

SOUTHERN SHELTERED HOUSING JOINT BOARD - Invoices to be paid in October 2022

Date	Inv #	Supplier	Details	Complex	Net (£)	VAT (£)	Total Cost (£)	NL Code
03/10/2022	28754	4Ts Window Cleaners	MC/CV/RyC - £175 and MHC - £110	MC/CV/RyC	285.00	0.00	285.00	5240
01/10/2022	INV-1044	Adorn Leasing Limited	SF - carephone monitoring charges for 27 units	SF	585.00	117.00	702.00	5120
30/09/2022	SINV00419514	Bridson & Horrox stationery & Furniture	Desk diaries and year planners		23.95	4.79	28.74	5150
23/09/2022	9993	Cleervu Ariel Specialists Ltd	RyC - replace faulty main launch amp in electrical cupboard	RyC	277.65	55.53	333.18	5240
28/09/2022	447533	DEFA	Biomass deliveries 30/08 and 07/09/22	RyC P3	1,111.69	104.54	1,216.23	5160
15/09/2022	1262085	ELLAN VANNIN FUELS	SF burning oil delivery - 15/09/22	SF	1,291.07	64.55	1,355.62	5160
29/09/2022	1262736	ELLAN VANNIN FUELS	SF burning oil delivery - 29/09/22	SF	1,550.52	77.53	1,628.05	5160
05/10/2022	1263246	ELLAN VANNIN FUELS	SF burning oil delivery - 05/10/22	SF	681.45	34.07	715.52	5160
31/08/2022	SIN264559	G4S SECURE SOLUTIONS LTD	RyC - repairs following lighning strike in 2021	RyC	26,108.28	5,221.66	31,329.94	5240
30/09/2022	SIN264778	G4S SECURE SOLUTIONS LTD	MC - install and labour on concept room, terminal board	MC	2,597.93	519.59	3,117.52	5240
30/09/2022	SIN264784	G4S SECURE SOLUTIONS LTD	61 RyC - fix beeping unit	RyC	51.00	10.20	61.20	5000
11/10/2022	2157	Heattech Ltd	16 SF - change syphon and filling valve on toilet	SF	76.00	3.80	79.80	5000
11/10/2022	2155	Heattech Ltd	1 RyC - change failed 3 port valve in boiler house	RyC	397.00	19.85	416.85	5000
11/10/2022	2150	Heattech Ltd	30 SF - change isolation valves in kitchen	SF	105.00	5.25	110.25	5000
11/10/2022	2149	Heattech Ltd	RyC - annual service of biomass boiler	RyC	2,847.00	142.35	2,989.35	5240
11/10/2022	2148	Heattech Ltd	RyC, MC and CV - planned quarterly maintenance	RyC/MC/CV	2,653.00	132.65	2,785.65	5240
11/09/2022	0058	JP Bridson Painting & Decorating Ltd	21 RyC - preparation and painting of walls plus materials	RyC	420.35	0.00	420.35	5000
30/09/2022	0001/00038217	J Qualtrough & Co	10 litres of Armstead trade contract matt paint		25.99	5.20	31.19	5000
30/09/2022	0001/00038218	J Qualtrough & Co	1 x Evo-stik white		5.91	1.18	7.09	5000
31/10/2022	22/5030	Liftmann	MHC - service to passenger lift, visit 8 of 12	MHC	108.00	21.60	129.60	5240
26/08/2022	010-026044	Manx Gas	CV - gas supply 28/07 to 24/08/22	CV	923.24	184.65	1,107.89	5160
30/09/2022	010-050325	Manx Gas	CV - gas supply 24/08 to 27/09/22	CV	2,294.34	458.87	2,753.21	5160
05/10/2022	34995	Manx Glass & Glazing	MC (block 30 & 31) - repair doors, hinges broken	MC	36.00	7.20	43.20	5240
06/10/2022	35005	Manx Glass & Glazing	61 RyC - repair window handle	RyC	36.00	7.20	43.20	5000
20/09/2022	U2064347	Manx Utilities	56 RyC - electricity charges for 18/07 to 15/09/22	RyC	1.04	0.75	1.79	5000
20/09/2022	U2064346	Manx Utilities	67 RyC - electricity charges for 25/07 to 15/09/22	RyC	14.21	0.71	14.92	5000
22/09/2022	5092	McGarrigle Architects	RyC -drawings for conversion of flats 1 & 3 into single flat	RyC	612.00	122.40	734.40	5000
28/09/2022	22065724/U4	OTIS Limited	RyC - lift diagnostics and repairs	RyC	199.00	39.80	238.80	5240
30/06/2022	4557	PSM Commissioners	Admin fee for Q1 2022/23 - April to June		11,169.05	2,233.81	13,402.86	5220
30/09/2022	4558	PSM Commissioners	Admin fee for Q2 2022/23 - July to September		11,169.05	2,233.81	13,402.86	5220
				Sub total page 1	67,655.73	11,830.53	79,486.26	

Date	Inv #	Supplier	Details	Complex	Net (£)	VAT (£)	Total Cost (£)	NL Code
15/09/2022	149339	Stewart Clague Services	13 RyC - electrical repairs	RyC	117.25	23.45	140.70	5000
15/09/2022	149338	Stewart Clague Services	44 RyC - repair faulty shaver unit	RyC	157.59	31.52	189.11	5000
15/09/2022	149336	Stewart Clague Services	71 RyC - test existing light fittings	RyC	184.25	36.85	221.10	5000
15/09/2022	149335	Stewart Clague Services	16 RyC - replace defective emergency light above entrance	RyC	326.00	65.20	391.20	5000
15/09/2022	149355	Stewart Clague Services	MC - replace PSU on block 30 a - d	MC	357.50	71.50	429.00	5240
20/09/2022	149430	Stewart Clague Services	RyC - service sliding doors at Phase 3	RyC	264.06	52.81	316.87	5240
20/09/2022	149429	Stewart Clague Services	CV - service swing automated doors	CV	203.13	40.63	243.76	5240
20/09/2022	149427	Stewart Clague Services	MC - service sliding doors	MC	589.06	117.81	706.87	5240
20/09/2022	149437	Stewart Clague Services	MHC - annual test of fire panel and devices	MHC	714.00	142.80	856.80	5240
27/09/2022	149592	Stewart Clague Services	MHC - investigate power tripping due to water ingress	MHC	281.45	56.29	337.74	5240
13/09/2022	4744	Southern Civic Amenity Site Board	Green waste - 150 kg		15.95	3.18	19.13	5010
14/09/2022	4767	Southern Civic Amenity Site Board	Green waste - 240 kg		22.68	4.54	27.22	5010
05/10/2022	4877	Southern Civic Amenity Site Board	Commerical waste - 50 kg		15.10	3.01	18.11	5000
02/09/2022	1329	TopCare Nursing Agency	Warden services for August 22		956.00	0.00	956.00	5110
03/10/2022	1357	TopCare Nursing Agency	Warden services for September 22		192.00	0.00	192.00	5110
12/09/2022	94622	Unique Fire Protection	CV - 5 yr service of water discharge, replace 9 and 6 litres	CV	168.75	33.75	202.50	5240
15/09/2022	94657	Unique Fire Protection	MC - 5 yr service of water discharge, replace 9 and 6 litres	MC	180.35	36.07	216.42	5240
23/09/2022	86140	WDS Limited	Jangro laundry liquid, disinfectant, hand towels, gloves		176.65	35.33	211.98	5275
				Sub total page 2	4,921.78	754.73	5,676.51	
				Total	**72,577.51**	**12,585.26**	**85,162.77**	

Breakdown by type of expense

Nominal code	Nominal description	Amount (£)
5000	Repairs and renewals	2,881.26
5010	Maintenance of grass and landscaped areas	46.35
5110	Wages	1,148.00
5120	Personal alarms	702.00
5150	Printing and Stationary	28.74
5160	Heat and light	8,776.52
5220	Admin charge	26,805.72
5240	Community reserve expense	44,562.20
5275	Sundry - cleaning	211.98
	Total cost	**85,162.77**

Breakdown of invoices to be paid by supplier

Supplier	Amount (£)
4Ts Window Cleaners	285.00
Adorn Leasing Limited	702.00
Bridson & Horrox stationery & Furniture	28.74
Cleervu Ariel Specialists Ltd	333.18
DEFA	1,216.23
ELLAN VANNIN FUELS	3,699.19
G4S SECURE SOLUTIONS LTD	34,508.66
Heattech Ltd	6,381.90
J Qualtrough & Co	38.28
JP Bridson Painting & Decorating Ltd	420.35
Liftmann	129.60
Manx Gas	3,861.10
Manx Glass & Glazing	86.40
Manx Utilities	16.71
McGarrigle Architects	734.40
OTIS Limited	238.80
PSM Commissioners	26,805.72
Southern Civic Amenity Site Board	64.46
Stewart Clague Services	3,833.15
TopCare Nursing Agency	1,148.00
Unique Fire Protection	418.92
WDS Limited	211.98
Total cost	**85,162.77**

Complex	Amount (£)
CV	4,307.36
MC	4,513.01
MC/CV/RyC	285.00
MHC	1,324.14
RyC	37,842.96
RyC P3	1,216.23
RyC/MC/CV	2,785.65
SF	4,591.24
	56,865.59

Admin	28,297.18

Total cost	**85,162.77**

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

Project on hold until completion of the audit.

Warden call systems

A meeting with the supplier of the mini gems has been requested as they are visiting the Island shortly. RYC is 85% up and running with Marashen Crescent still being worked on.

Initial invoices have been received from G4S and provided to the insurers.

A meeting with the Loss Adjuster, contractor and Clerk took place on Friday 30th September, the loss adjusters have confirmed that they will cover the full cost of the work with no excess.

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

HEALTH AND SAFETY POLICY

Southern Sheltered Housing Joint Board

(September 2022)

Contents

	Page
Statement of general policy	4
Organisation and responsibilities	5
Arrangements	
1. Communication	6
Risk assessments	6
Safe systems of work/safety information	6
Lone working	6
Consultation and communication	7
2. Fire safety	7
3. Emergency procedures	7
4. First aid	8
5. Accident reporting	8
6. Third parties	8
Contractors	8
Visitors	9
Tenants	9
7. Information, instruction, training and supervision	9
8. Work equipment	10
Statutory inspections	10
Display screen equipment	10
9. Electrical safety	10
Fixed installation	11
Portable appliances	11
Overhead power lines	11
10. Work at height	11
11. Workplace	12
Storage, maintenance and construction	12
Cleanliness and waste	12
Permit to work	12

12.Welfare 12

Welfare facilities 12

13.Workplace traffic management and transport safety 13
Driving on public highways 13

14.Hazardous substances 14
Legionella and water quality 14

15.Occupational health 14

16.Asbestos 15

17.Noise 15

18.Vibration 15

19.Manual handling 16

20.Protective equipment 16

21. Safety signage 17

Monitoring and reviewing 17

Declaration

STATEMENT OF GENERAL POLICY

This is the Health and Safety Policy Statement of:

SSHJB

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our staff, contractors, visitors and members of the public who may be affected by our work activities.

Health and safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any health and safety implications for all our staff and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake
- Consulting with staff and contractors on matters affecting health and safety
- Providing and maintaining safe premises, machinery and equipment
- Maintaining safe systems of work
- Ensuring safe handling and use of substances
- Providing information, instruction and supervision for staff
- Providing information for visiting members of the public
- Ensuring all staff are competent to do their work
- Maintaining safe and healthy working conditions
- Reviewing and revising this policy as necessary at regular intervals, and
- Putting measures in place to prevent accidents and cases of work-related ill health

Health and safety is viewed as “everyone’s business”. To achieve a high standard of health and safety, the active cooperation of all staff is essential. This policy and associated

documents will be revised annually, or after any significant change of legislation likely to affect the policy. This policy will be published at the town hall and available to third parties on request.

Signed: …….. David Radcliffe, Chair

Print name: …….

Date: ……..

Review date: ……..

ORGANISATION AND RESPONSIBILITIES

The responsibility for health and safety rests with everyone, from the chair through to each member of staff. This section sets out the responsibilities under this policy.

Overall responsibility for health and safety within our operation is that of:

David Radcliffe

Health and safety advice is provided by NFU Mutual Risk Management Services Ltd (RMS). To ensure health and safety standards are maintained and improved, the following people are

responsibility for ensuring that all activities under their control are carried out in accordance with this health and safety policy, and in compliance with statutory provisions.

Name:	**Area of responsibility:**
Hayley Kinvig	Control of health and safety for the town hall
Tom Brown	Maintenance work safety control

Staff have legal duties under the Health and Safety at Work Act etc 1974. In particular they must:

- Cooperate with management on health and safety matters
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Cooperate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions

Failure to comply with these regulations may lead to both disciplinary action being taken by the business and prosecution by the enforcing authority.

1. COMMUNICATION

Risk Assessments

(The Management of Health and Safety at Work Regulations 2003)

We have a duty to assess the risks to the health and safety of anyone who may be affected by our work activities. It is our policy to ensure no one is put at risk from our activities so far as is reasonably practicable.

- Risk assessments will be undertaken by Hayley Kinvig and Tom Brown (and others under their direction) in consultation with NFU Mutual Risk Management Services Ltd and staff. Hazards identified will be eliminated or controlled to the lowest levels which is reasonably practicable. For further information refer to our risk assessments
- We will bring the key information from risk assessments to the attention of all relevant staff
- Action required to remove or control the risks will be approved by Hayley Kinvig or Tom Brown
- We will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level
- Assessments will be reviewed regularly (eg: annually) or when work activities change, whichever is soonest
- Specific risk assessments for vulnerable groups/individuals will be undertaken by Hayley Kinvig or Tom Brown (and others under their direction). "Vulnerable groups" include new or expectant mothers, young staff (under the age of 18) or anyone else with special needs
- On the spot risk assessments will be completed for specific tasks not adequately covered by the risk assessment programme

Safe System of Work/Safety Information

(The Health and Safety at Work Act 1974)

To help reduce the risk of injury or cases of ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we have produced safe systems of work. Copies of safe systems of work and health and safety guidance can be found at the town hall and depot.

- We will document safe systems of work for activities with significant risks and ensure that staff are trained to follow them
- All staff must read and follow the guidance in the safe systems of work
- Specific safe systems of work will be developed as needed, these will consider additional hazards brought to our attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional equipment, machinery, substances etc

Lone Working

We have a duty to identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working risk assessments are undertaken, and control measures introduced to minimise risk
- We will ensure that all staff who carry out lone working receive suitable information and training and identify what activities may not be undertaken by one person alone
- Staff must notify a member of management of any health issues that may limit lone or remote working
- We will provide adequate systems of communication and ensure that a system of escalating emergency response if in place

Consultation and Communication

We have a duty to consult with staff either directly or through elected representatives on matters relating to health and safety.

- Consultation and communication between management and staff is encouraged on all matters, but especially on health and safety
- The health and safety law poster is displayed at the town hall and depot

- Consultation with staff is provided both informally during daily conversations and more formally at organised meetings
- Staff are encouraged to discuss any concerns about health and safety matters with management, which can be done anonymously and in confidence if requested. No action will be taken against anyone who raises a health and safety concern

2. FIRE SAFETY

(The Fire Precautions Act 1975)

(The Management of Health and Safety at Work Regulations 2003)

We have a duty to protect staff, contractors, tenants, visitors and members of the public from the risk of fire within the premises.

- We will ensure that fire certificates and fire risk assessments are undertaken as required, ensure the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level
- We will ensure staff are trained in the emergency action to take in the event of fire (eg: how to raise the alarm, evacuation procedures, use of firefighting equipment etc)
- Fire extinguishers are maintained by a competent contractor on an annual contract
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished
- No smoking is permitted inside the buildings or work vehicles

3. EMERGENCY PROCEDURES

(The Management of Health and Safety at Work Regulations 2003)

We are required to produce procedures for dealing with emergencies such as fire, flood, violence to staff etc. These procedures must incorporate the method(s) of signalling evacuation procedure and the person(s) responsible.

- We will ensure that emergency procedures are produced for potential major incidents
- Copies of the emergency procedures are available at the town hall and depot
- We will ensure that all staff are aware of the emergency procedures and that the procedures are re-tested periodically

4. FIRST AID

We will provide suitable first aid materials and qualified first aiders. It is important that all injuries, however slight, are properly attended to.

- The first aider or the most senior member of staff present is responsible for calling an ambulance when required. If in doubt one should be called
- First aid supplies are located at the town hall and depot
- We will ensure that first aid boxes are regularly stocked with approved first aid materials. First aiders are responsible for reporting when stocks have been used or are running low

5. ACCIDENT REPORTING

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985)

We will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (health and safety at work inspectorate or local council). Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Staff are required to report any incidents they are involved in or witness to their line manager.

- All accidents are recorded in the accident book kept at the town hall or depot
- To comply with the data protection act, completed accidents sheets will be torn out of the book and given to Hayley Kinvig or Tom Brown, to be kept securely
- Staff are encouraged to report all accidents, incidents, work related ill-health and near misses to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence
- Hayley Kinvig is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority
- Hayley Kinvig or Tom Brown are responsible for undertaking investigations following accidents, dangerous occurrences and work related ill-health absence

6. THIRD PARTIES

(The Health and Safety at Work Act 1974)

We have a duty to ensure the safety of all persons on our premises and in our work areas. This includes staff and contractors but also visitors, tenants, trespassers and members of the public.

Contractors

- We will check that any contractors working for us understand the legal duties applicable to the work to be undertaken, duties to their staff, to us and our staff, and any other person who may be affected by a breach of such duties
- We will check that any contractors working for us are competent (ie: they have sufficient skills and knowledge) to do the job safely and without risks to health and safety, have safe working methods and have the appropriate level of liability insurance
- We will ensure that contractors, sub-contractors and their staff are briefed on the health and safety rules prior to commencing work and that all relevant safety information is provided. Unauthorised persons MUST be excluded from work areas using barriers and/or appropriate signage where necessary
- We will monitor contractors to ensure that they undertake work in the agreed manner and that work does not present a risk to themselves, our staff or any visitors

Visitors

- We will ensure that work areas do not present a risk to visitors
- We will ensure that unauthorised persons are excluded from work areas using locked gates, fencing, barriers and/or appropriate signage where necessary
- There is a higher duty of care for children and every effort must be made to manage their safety on our site
- Any unauthorised persons in work areas must be challenged and reported to management
- All staff are responsible for keeping doors closed, and relevant buildings or areas locked

Tenants

- We will liaise with commercial tenants with regard to health and safety
- Tenants have responsibilities for their properties and for reporting issues to the SSHJB
- We will fulfil our legal and moral obligations to residential tenants in our properties

7. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

(The Management of Health and Safety at Work Regulations 2003)

We must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken.

- We must ensure that all staff are adequately trained to carry out their work
- Induction and job specific training is provided by Hayley Kinvig or Tom Brown together with experienced staff. Adequate supervision will be given until staff are deemed competent
- Training will be identified, arranged and monitored by Hayley Kinvig or Tom Brown
- Training records are kept at the town hall and depo
- The following tasks must only be carried out by authorised staff, who will normally have completed a formal training course or specially trained in-house. This is because the tasks are either potentially dangerous or legislation demands formal training. All other staff are strictly forbidden from carrying out these tasks (unless supervised by suitably qualified person whilst undergoing training):

  - Company vehicle driving (appropriate full driving licence and authorisation)
  - Workshop equipment (in-house training)
  - Bin emptying (formal and in-house training)
  - General maintenance work (in-house training)
  - Pressure washing (in-house washing)
  - Road sweeping (in-house training and appropriate driving licence)
  - Toilet cleaning (in-house training)
  - Grass moving, strimming and similar work (formal and in-house training)
  - Work at height (in-house training)
  - Bin emptying (in-house training)
  - Event control (in-house training)
  - General gardening and grounds maintenance work (in-house training)

Health and safety advice is available from Hayley Kinvig or Tom Brown and NFU Mutual Risk Management Services Ltd.

8. WORK EQUIPMENT

We have a duty to ensure that all work machinery and equipment is maintained to be safe.

- We will identify all machinery and equipment needing statutory inspection, regularly service maintenance or daily/weekly checks and we will ensure that these are implemented
- We will ensure that equipment is not used by staff unless they are trained AND AUTHORISED to do so

- Staff are responsible for ensuring that equipment is inspected, including guards, before use. Any problems with plant machinery or equipment must be reported to management immediately and taken out of use until repaired or replaced
- Staff are responsible for ensuring that all equipment is properly isolated before, making adjustments, clearing blockages by hand, undertaking cleaning, maintenance or lubrication etc – especially if it is necessary to remove guards for these tasks
- We will check new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant
- Safety information, operator's manuals, latest test certificates and relevant records are kept in the depot

Statutory Inspections

We have a duty to ensure that, where required, certain lifting equipment (such as passenger or goods lifts) and pressure systems are subject to statutory inspection by a competent person.

- We will identify all lifting equipment and pressure systems that require a statutory inspection
- We will ensure that statutory inspections are undertaken at the required intervals

Display Screen Equipment

We have a duty to ensure that the risks to users of display equipment (DSE) who habitually use display equipment (DSE) as a significant part of their normal work are suitably managed.

- We will arrange for relevant DSE workstations to be assessed and affected staff given sufficient information and instruction in setting up a comfortable and suitable working environment
- Laptops are not designed for prolonged use and docking stations with normal size monitor, keyboard and mouse should be used when possible
- We will pay for an appropriate eye sight test (and the basic cost of any glasses required solely for computer use) for habitual users of DSE on request
- Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work

9. ELECTRICAL SAFETY

We have a duty to protect staff, contractors, visitors and tenants against the risk of death or personal injury from electricity.

Fixed Installations

- We will ensure that electrical installations and equipment are installed and maintained in accordance with the regulations
- The electrical installation will be tested for electrical safety at regular intervals as determined by a competent electrician
- Only competent electricians carry out electrical work
- Detailed records will be retained where possible in line with statutory requirements and best practice

Portable Appliances

- We will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person
- Staff are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to management and taken out of use until repaired or replaced
- Circuit breakers and RCD trip devices are regularly checked and maintained

Overhead Power Lines

- We will identify overhead power lines that may affect work activities that could result in (near) contact and will ensure the location is communicated to relevant persons
- We will ensure that a safe system of work is adopted for any work under/near overhead power lines
- Any problems with overhead power lines (such as low hanging lines) must be reported to Tom Brown

10. Work At Height

We have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner.

- We will assess the risk associated with working at height and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work at height)
- Only trained and authorised staff are permitted to undertake work at height and a safe system of work must always be followed
- We will ensure that any equipment used for working at height is suitable and sufficient (and properly maintained and inspected). The safest method of access must be used for all work at height
- We will ensure that any contractor who undertakes work at height does so in a safe manner

- We will arrange the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- We will undertake formal inspections of ladders and stepladders and only commercial grade access equipment may be used
- We will ensure that fragile roofs are clearly marked with signs at the most likely access point

11. WORKPLACE

We have a duty to protect the health and safety of anyone in the workplace.

Storage, Maintenance and Construction

- We will ensure that all buildings (including unoccupied buildings), roadways and other structures are maintained in a safe condition
- We will undertake regular workplace inspections to identify potential health and safety issues
- We will ensure that entrances and exits are maintained and kept clear and all flooring and floor coverings are kept in good condition
- Staff are responsible for managing falling objects. All materials must be stacked or stored safely so they don't fall. Storage of all materials and equipment must, within reason, be arranged so that it remains without risk to anyone's health and safety – and not blocking entrances, exits or roadways
- Only competent and authorised staff can undertake maintenance work. Such work must be undertaken in a safe manner and in accordance with a safe system or work. Staff must not undertake any maintenance activities beyond their capability

Cleanliness and Waste

- All staff are responsible for ensuring that work areas are maintained in a clean and safe condition and slips and trips controlled as far as possible
- All staff are responsible for ensuring that workplaces are kept clean and tidy. Any concerns must be notified to management
- We will ensure the regular disposal of waste materials by not allowing a build up of any particularly combustible materials
- Staff are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect staff, visitors, and members of the public or the environment to management immediately

Permit to work

We have a duty to manage high risk activities and implement a permit to work system to control them. Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment can produce health and safety risks over and above those normally encountered in the workplace. High risk work includes significant work at height, live electrical work, hot work, confined space entry and excavations for example.

- Tom Brown is responsible for the management of the permit to work system
- Tom Brown is responsible for issuing permits to work for staff/contractors undertaking high risk work
- Tom Brown is responsible for ensuring that relevant staff/contractors receive adequate information, instruction and training in the use of the permit to work system

12. WELFARE

Welfare Facilities

We have a duty to ensure that adequate rest areas, toilet and wash facilities are provided.

- We will ensure that suitable toilet and wash facilities are provided for staff and visitors
- Rest and changing facilities along with somewhere clean to eat and drink during breaks will be available and a means of heating food or water for hot drinks
- Everyone is responsible for ensuring that the facilities are maintained in a clean and sanitary condition. Any problems must be reported to a member of management

13. WORKPLACE TRAFFIC MANAGEMENT AND TRANSPORT SAFETY

(The Health and Safety at Work (Northern Ireland) October 1978)

We have a duty to ensure that the workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner. In addition, all vehicles used for work purposes must be properly maintained and operators legally compliant.

- We will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off loading
- Separate travel routes will be provided where possible for pedestrians, to segregate vehicles and pedestrians
- We will ensure that all vehicles are inspected, serviced, maintained and fitted with appropriate safety devices such as seat belts, warning lights, warning beepers etc
- We will ensure that drivers comply with the relevant legal requirements, including licensing and training
- Staff and visitors must comply with any control measures put in place such as speed limits, parking restrictions, traffic routes etc

Driving on a Public Highway

We recognise that travel on public highways is necessary for some business activities, but it is hazardous activity and accordingly we will take steps to reduce the identifiable risks as far as possible. Driving is one of the most hazardous activities to undertake and the following precautions should be taken.

- Drivers are expected to take the precautions outlined below to minimise the risks of driving on public highways
  - Plan routes to minimise the distance driven and taken sensible breaks. Avoid overlong days of work and driving combinations
  - Check vehicles before use
  - Drive accordingly to the highway code and general road safety requirements
  - Limit the consequence of road traffic accidents and breakdowns by wearing seatbelts, carrying supplies (for bad winter weather driving etc), carrying a travel first aid kit, emergency triangle and a charged mobile phone for emergencies
  - Not make or receive calls while driving using a handheld mobile phone. Where it is operationally necessary for drivers to remain in contact then appropriate hands-free kits will be provided
- Drivers must report any health problems which may limit or prevent driving (such as epilepsy) to Tom Brown and where necessary to the licensing authority
- Driving licences will be called in for checking on an annual basis, or as and when requested. Any endorsements to be notified to Tom Brown immediately
- Staff using personal vehicles for driving on company business are responsible for ensuring that the vehicle is insured for business use and maintained in roadworthy condition

14. HAZARDOUS SUBSTANCES

(The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003)

We have a duty to assess the risk from hazardous substances that we use (eg: cleaning fluids, fuels, oils etc) and hazardous substances that are generated or present in work activities (eg: dust, fumes, disease etc). For further information see our COSHH assessments.

- We will identify substances and carry out COSHH assessments in consultation with NFU Mutual Risk Services LTD and staff
- We will ensure that safety data sheets are held on file for the hazardous substances used
- We will ensure that the required control measures are implemented
- We will inform staff about the assessments, communicate information about the risks and provide training in the control measures required
- We will ensure that control measures are used, maintained, examined and tested with records of these tests kept
- All staff are responsible for following the controls required and wearing the correct personal protective equipment
- We will ensure that workplace exposure of staff is monitored, if necessary
- All staff are responsible for ensuring that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers instructions

Legionella and Water Quality

We have a duty to protect the health and safety of staff, visitors and tenants from legionella and other water borne disease and ensure adequate supplies of safe drinking water is provided.

- We will ensure that procedures for managing water quality, which incorporate the monitoring and testing of water supplies, as well as emergency action are drawn up and implemented
- Records of all water testing are kept at the location

15. OCCUPATION HEALTH

(The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003)

(The Management of Health and Safety at Work Regulations (Northern Ireland) 2000)

We have a duty to ensure that our activities do not cause or exacerbate existing illness. Early diagnosis of an illness caused by work can often lead to quicker recovery and may stop other people becoming ill.

- We will do everything that is reasonably practicable to make the workplace safe and healthy
- We will inform staff of any health risks associated with the work they undertake
- All staff must cooperate by following the safe systems of work, risk assessments and COSHH assessments designed to keep them healthy, including the use of PPE when other means of reducing exposure to hazards are not available
- Staff are encouraged to report any health concerns, including work related periods of absence
- We will ensure that workers health is monitored by means of an annual health questionnaire or by verbal discussion
- Health surveillance will be arranged for staff when required
- Staff are reminded to keep up to date with tetanus protection and the need to practice good personal hygiene
- The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden. Any person found to be using controlled drugs, "legal highs" or otherwise under the influence at work will be removed for their safety and the safety of others. Such action could be subject to disciplinary proceedings
- Staff are required to notify the use of prescribed drugs to Hayley Kinvig or Tom Brown in writing to ensure job placement is not affected by the use of such drugs

16. ASBESTOS

(The Control of Asbestos Regulations (Northern Ireland) 2012)

We have a duty to prevent the exposure of staff, contractors, tenants, visitors and the public to asbestos and to manage asbestos on the premises.

- We will ensure that the location containing materials is identified and for ensuring that an up to date asbestos register and management plan are in place and maintained
- We will ensure that the asbestos management plan is known by relevant staff, contractors, and other relevant parties to be aware of the location and arrangements to manage
- We will ensure that information is provided to staff on the dangers of asbestos and for ensuring that anyone who may come into contact with asbestos is suitably trained and follows a safe system of work (which includes the safe disposal of the material)
- Only competent and licensed contractors are permitted to undertake work with asbestos

17. NOISE

(The Control of Noise at Work Regulations (Northern Ireland 2006)

We have a duty to prevent or reduce the risks of health and safety from exposure to noise which can lead to hearing damage/hearing loss

- We will identify tasks that could expose staff to excessive levels of noise and assess the risks
- We will implement suitable control measures to reduce noise and improve working conditions
- We will ensure that any member of staff exposed to high levels of noise receive suitable information, instruction, training and supervision
- All noise hazards areas will be clearly marked
- Suitable hearing protection will be made available to relevant staff where the risks cannot be reduced by other means. Hearing protection must be used by staff in accordance with the training given
- Any worker exposed to noise levels in excess of 87db(A) will be requested to participate in health surveillance in the form of audiometric testing
- Noise levels will be included in the specifications for all new plant and equipment to ensure that, as far as practicable, new noise hazards are not introduced

18. VIBRATION

(The Control of Vibration at Work regulations (Northern Ireland) 2005)

We have a duty to prevent or reduce the risks of health and safety from exposure to excessive vibration – which can cause nerve damage like vibration white finger or carpel tunnel syndrome (hand arm vibration) or whole body vibration.

- We will identify tasks that could expose staff to excessive levels or vibration, assess the risk and implement suitable control measures to reduce the risks from vibration
- We will ensure that any staff likely to be exposed to high vibration levels receive suitable information, instruction, training and supervision
- Staff must comply with the control measures to prevent or reduce exposure to vibration in accordance with their training
- Any worker exposed to significant levels of vibration will be requested to participate in health surveillance
- We will ensure that vibration from existing plant is reduced as far as is reasonably practicable to minimise the risk from vibration and improve working conditions
- Low vibration levels will be included in the specification for all new plant and equipment to ensure that where possible the hazards are reduced or controlled at source

19. MANUAL HANDLING

(The Manual Handling Operations Regulations (Northern Ireland) 1992

We have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- We will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and assessed
- We will evaluate the possible control measures identified in the risk assessment and implement the most suitable measures (eg: changing the way the job is done, engineering improvements, equipment improvements etc)
- We will ensure that staff receive guidance and training in safe lifting and handling techniques for specific tasks carried out
- Staff must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform management of any manual handling concerns
- We will provide and maintain suitable handling equipment and keep records of all maintenance and statutory inspections, where required

20. PROTECTIVE EQUIPMENT

(The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993)

We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE includes eg: safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves and respiratory protective equipment (PPE) such as dust masks.

- We will identify, source and replace suitable PPE, implement steps for maintenance, cleaning or repair and provide adequate storage facilities for PPE
- We will ensure that staff are trained in the correct use, storage and management of the equipment provided
- Staff must wear the PPE provided, in accordance with training and instruction given. Disciplinary action may be taken if staff fail to wear the PPE when needed
- Staff must report any loss or obvious defect in the PPE provided to a member of management. Staff must also report any incompatibility issues (eg: safety spectacles may interfere with the fit of hearing protection)
- Staff must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions

21. SAFETY SIGNAGE

(The Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996)

(The Health and Safety (Information for Employees) Regulations (Northern Ireland) 1991)

We must ensure that sufficient, clear and unambiguous warning signs are provided at strategic locations to warn people of danger.

- We must ensure that where the need for safety signage is identified (eg: through risk assessment), it will be sourced and displayed in the relevant location(s)
- Staff are required to abide by instructions given on safety signage and should help visitors to comply with signs as necessary
- We will regularly review the adequacy of safety signage on the premises

MONITORING AND REVIEWING

To demonstrate our commitment to managing health, safety and welfare in the workplace, we will check the implementation of this policy by performing regular audits and inspections of the premises and operations.

DECLARATION

All staff should sign below to record that they have been made aware of the organisation and arrangements for health and safety, as detailed in the health and safety policy, and will comply with the requirements outlined.

Print name	Signature	Date

Item 8.2

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2022/23

2022 Meeting Dates	
31st October 2022	
28th November 2022	
19th December 2022	
30th January 2023	
27th February 2023	
27th March 2023	